

pay the carrier's applicable charges and collect from the employee any additional transportation costs resulting from the employee's choice of carrier. Agencies are cautioned to counsel employees regarding their potential indebtedness to the Government when employees select a higher cost carrier.

(d) When an employee chooses to use a rental truck, trailer, or private conveyance to transport his/her household goods, the Government will reimburse the employee his/her actual expenses (e.g., vehicle rental fee, material handling equipment, packaging materials, fuel, toll charges, etc.) not to exceed the maximum amount described in paragraph (b) of this section.

[51 FR 24333, July 3, 1986, as amended at 52 FR 21033, June 4, 1987]

§ 101-40.203-3 The commuted rate system.

The commuted rate system is the method whereby employees who are authorized to transport their household goods at Government expense make their own shipping arrangements and are reimbursed by the Government according to the commuted rate allowances published in the GSA Commuted Rate Schedule. In addition to transportation allowances, the commuted rate schedule includes allowances for various related accessorial expenses, such as packing and crating, storage-in-transit, carrier labor charges, appliance servicing, and piano/organ handling. Under the commuted rate system, employees shipping via commercial carriers are responsible for making all arrangements with the carrier, filing loss and damage claims with the carrier, and making payment to the carrier after the shipment has been completed. Under the commuted rate system, the shipment is moved using commercial documents, or employees may elect to transport their household goods in a rental vehicle or by private conveyance. The use of household goods rate tenders (see § 101-40.203-1) is not authorized when household goods are shipped under the commuted rate system.

[54 FR 46245, Nov. 2, 1989]

§ 101-40.203-4 Cost comparisons.

(a) Under the centralized household goods traffic management program, agencies shall obtain cost comparisons between the GBL method and the commuted rate system from the appropriate GSA regional office. Section 302-8.3(c)(4)(i) of the Federal Travel Regulation (41 CFR chapters 301 through 304) provides that the commuted rate system shall be used for individual employee transfers without consideration being given to the GBL method, except that the GBL method may be used if the actual transportation costs (including the costs of packing and other accessorial services) to be incurred by the Government are predetermined and can be expected to result in a real saving to the Government of \$100 or more.

(b) Requests for cost comparisons shall be made as far in advance of the moving date as possible (preferably 30 calendar days) and shall contain the following information:

- (1) Name of employee to be moved;
- (2) Origin city, county, and State;
- (3) Destination city, county, and State;
- (4) Anticipated or actual date household goods are to be picked up;
- (5) Estimated weight of shipments;
- (6) Number of days storage-in-transit is required (if applicable); and
- (7) Other pertinent data.

(c) Agencies should use GSA Form 2485, Cost Comparison for Shipping Household Goods (Commuted Rate System Vs. GBL Method) for this purpose. (See § 101-40.4902.) In case of an emergency or an imminent moving date (less than 10 workdays), these details may be transmitted to the appropriate GSA regional office by phone. If information is received by phone, the response will be made by phone when requested. Regardless, all cost comparisons and carrier selection information will be confirmed in writing by the appropriate GSA regional office.

[45 FR 85752, Dec. 30, 1980, as amended at 51 FR 24334, July 3, 1986; 54 FR 46245, Nov. 2, 1989]

§ 101-40.204 Carrier selection and distribution of shipments.

A cost comparison, furnished to the requesting agency, will contain the names and point of contact for at least

10 eligible carriers on interstate traffic and up to 5 eligible carriers on intrastate traffic. Eligible carriers are those carriers which meet minimum service criteria established by GSA. Additionally, eligible carriers will be evaluated and ranked on the cost comparison (see § 101-40.203-4) based on completed GSA Forms 3080, Household Goods Carrier Evaluation Report (see § 101-40.205), submitted to GSA by Federal employees. Agencies authorizing the GBL method shall select the eligible carrier that meets the agency's service requirements and offers the lowest cost consistent therewith. Deviations from this methodology shall be documented in the requesting agency's records.

[52 FR 21033, June 4, 1987; 52 FR 23137, June 17, 1987]

§ 101-40.205 Quality control.

GSA Form 3080, Household Goods Carrier Evaluation Report (see § 101-40.4902), is a form used by GSA and other agencies for monitoring the performance and quality of household goods carriers' service. When household goods shipments are made under the GBL method, the employee (following delivery of the shipment) should promptly complete his/her portion of GSA form 3080 and send it to the agency GBL issuing officer responsible for the shipment to complete and forward to the Manager, GSA Centralized Household Goods Traffic Management Program, General Services Administration (6FBX), 1500 East Bannister Road, Kansas City, MO 64131. Information compiled from completed GSA Forms 3080 is used by GSA and other agencies to evaluate and rate the quality of carrier service and to determine if actions under § 101-40.208 should be considered. Agencies may submit other documentation of instances of inadequate carrier service or performance to the Manager, GSA Centralized Household Goods Traffic Management Program, General Services Administration (6FBX), 1500 East Bannister Road, Kansas City, MO 64131. Sufficient details must be furnished to identify specific shipments.

[58 FR 53889, Oct. 19, 1993]

§ 101-40.206 Household goods carriers' liability.

The GSA tender of service (TOS) agreement and the carriers' applicable tariffs establish the carriers' minimum liability for the loss of or damage to Government employees' household goods transported in conjunction with this subpart. A value exceeding the established TOS or tariff minimum may be declared on the bill of lading, but the carrier will charge a valuation fee for each \$100, or fraction thereof, of such higher declared valuation. Employees should be fully informed as to the extent the Government will be monetarily responsible for the transportation of household goods, the differences in standard liability under Government and commercial bills of lading, the steps necessary to increase or decrease the carriers' liability, and the relative advantage the employee would have under the Military Personnel and Civilian Employees' Claims Act of 1964 (see § 101-40.207(b)) when the employee chooses to declare a valuation that either exceeds (in which case, the employee is liable for an excess valuation charge) or does not exceed the TOS or tariff minimum.

(a) When a Government employee's household goods are shipped under a GBL via carriers participating in the GSA Centralized Household Goods Traffic Management Program, the TOS agreement establishes the carrier's minimum liability for loss or damage, and the carrier's tender or tariff prescribes any additional charges for which the Government may be responsible relative to that liability. In the absence of an employee's written request for a valuation that exceeds the minimum liability specified in the TOS agreement, all GBLs should be annotated to show the minimum liability specified in the TOS agreement. If an employee requests the agency to declare a valuation that exceeds the TOS minimum, the agency will enter the declaration on the GBL, pay the carrier the valuation fee (if applicable), and collect the fee from the employee. Should the employee's request for increased valuation be made after the GBL has been tendered to the carrier but before the shipment has been picked up, the employee should not